

Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Individuals' contracts are being renewed for positions of PC LAN I & II. They are currently assigned to the Information Services office of IT, and are responsible for providing technical support on all hardware and software owned by the City of El Paso. Contract employees, contracts must be approved by City Council before she can assume her duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

Kevin Covington:	\$1510.43	PC LAN II
Cynthia Loya	\$1559.42	PC LAN I
James Mundwiler	\$1445.53	PC LAN I
Maria Rosales	\$1526.23	PC LAN I
Aaron Frampton	\$1546.62	PC LAN II

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have these resources in place due in order to provide continued technical support to all hardware and software applications within the City of El Paso.

24 JUL 14 10:12 AM
INFORMATION SERVICES

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **KEVIN COVINGTON**, to assist the Information Technology Department as a PC/LAN Specialist II at a biweekly rate of \$1,510.43 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

APPROVED this 7th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **KEVIN COVINGTON**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a PC/LAN Specialist II; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Five Hundred Ten and 43/100 Dollars (\$1,510.43). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not

Covington Kevin (IT)

currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State

of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Kevin Covington

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 7th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Kevin Covington
SSN:

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PC/LAN SPECIALIST II

(EL PASO CONTRACT POSITION)

Summary

Under general supervision, provide complex, specialized technical support for personal computers and local area networks.

Typical Duties

Provide complex technical support to clients in support of their daily business functions. Involves: Set up clients with e-mail and creating shares to make resources available on the network. Verify network data access requests before providing access to network resources. Ensure system is secure from unauthorized computer access. Meet with clients to evaluate and identify user needs, and conduct client training on newly installed hardware and software systems.

Assisting in support of client local area networks. Involves: Provide network support, install and configure new software on personal computers, and monitor network error logs. Configure network operating system for efficient performance. Troubleshoot and correct system problems. Identify source of hardware or software problems and take appropriate corrective action. Document all trouble reports in help desk software or in site binders.

Research and evaluate new software packages or new hardware platforms and provide advanced technical support to other staff. Involves: Develop scripts or implement utilities to automate or assist in automating tasks. Run tests and debug to ensure system runs correctly. Participate as a team member on projects. Act as project lead on small-to medium personal computer related projects, as assigned.

Provide professional staff assistance to department management by coordinating day-to-day internal operations, if assigned. Involves: Prepare schedules for multiple concurrent projects. Arrange for timely availability of resources. Balance functional activities of participating units. Expedite work flow to meet completion commitments. Facilitate resolution of conflicting priorities. Act as project team leader or substitute unit supervisor as authorized. Engage in database, web site or other end user applications programming and analysis as qualified.

Perform related duties as assigned. Involves: Work with various other technology departments at various local, state and federal agencies to ensure efficient computer use between systems. Substitute, if assigned, for immediate supervisor, subordinates or coworkers.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and two (2) years of wide area and local area network hardware and software support experience.

Licenses and Certificates: Must be certified by Computing Technology Industry Association (which includes passing the core module and specialty module for the City's existing computer platform) at time of application and maintain certification throughout employment, or possess comparable certification deemed appropriate by the requesting department. Some positions may require a valid Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

KEVIN COVINGTON

~~12320 GATEWAY NORTH APT. 3B EL PASO, TEXAS 79904 (915) 577-1521 COVINGTONKY@ELPASOTEXAS.COM~~

Objective

Highly motivated Information Technology Professional seeking Computer Administrative Position.

Experience

2000 – Present City of El Paso

El Paso, TX

PC LAN Specialist I

Manage help desk staff consisting of three PC LAN Specialists and one User Support Specialist. Providing guidance to help desk staff in resolving technical support issues. Analysis of the daily call logs using Computer Associates ServiceDesk software package. Analysis includes performing second level support and prioritizing, categorizing and escalating calls to network administration, database administration or application staff as needed. Manage ongoing projects focused on increasing help desk areas of support to include the implementation of Unicenter Remote Control (Remote Desktop Management App), Asset Management (Software/Hardware Inventory) and Software Delivery (Software Deployment Package). Other duties include the management of a budget consisting of 3.1 million dollars in Capital and 3.6 million dollars in operating as well as the ordering and inventorying of all Capital/Operating equipment.

1998 - 2000 Consolidated Data Processing -- County/City of El Paso

El Paso, TX

Computer Operator

Responsible for computer operations and to provide operational support, monitoring and processing of jobs on an IBM 205-mainframe computer system. Process data jobs for H/R and Financials. Performed system backups and restores. Other duties included PC maintenance, upgrades, and helpdesk support.

1995 – 1997 White House Comm Agency. (US ARMY)

Washington D.C.

Computer Operator

Primary duties included setting up and maintaining mobile computer systems, providing network support and maintaining Hub site connectivity. Non-trip duties included system support, server backups and helpdesk support.

1993 – 1995 Directorate of Info Management. (US ARMY)

Ft Huachuca, AZ

Computer Operator

Duties included system maintenance, PC support, and secure data encryption. Provided technical support to over 5000 users. Processed and monitored jobs on an IBM mainframe computer system. Collected, processed, and distributed data to Intel Division. Submit user job requests to systems. Execute daily backups. Print and download reports.

Education And Training

El Paso Community College.

- Associate of Applied Science in Computer Information Systems – Telecommunications and Networking.

2001 University of Texas at El Paso

- Implementing Microsoft Windows 2000 Professional and Server
- Implementing Microsoft Windows 2000 Network Infrastructure
- Implementing and Administering Microsoft Windows 2K Active Directory Services
- Microsoft SQL Server 2000.
- A+ Certified.
- Windows 2k Server, Professional and XP
- Microsoft Office (Standard and Pro)
- CA Unicenter Service Desk, Remote Control, Asset Management and SDO
- Personal Computers/Servers

Software And Equipment